

RPS

27 MAR 1979

MEMORANDUM FOR: Deputy Director for Physical, Technical,  
and Overseas Security, OS

FROM: James H. McDonald  
Director of Logistics

SUBJECT: CIA's Annual Occupational Safety and  
Health Report

REFERENCE: Mult Adse Memo dtd 2 Mar 79 fm DD/PTOS,  
same subject (OS 9 0550; OL 9 0794)

1. Reference your memorandum, this Office has reviewed its activity directed towards occupational safety and health over the past year. The Office of Logistics (OL) has at least nine employees which have direct responsibilities in these areas. Since many of the OL operations are labor intensive, and our employees are more vulnerable to health and safety hazards than perhaps most, we are keenly aware of our responsibilities to instill good safety habits in our employees. Therefore, safety and health awareness is an ongoing activity with us.

2. Listed below are the significant safety and health measures which we have initiated and implemented:

a. Inspection

A program of OSHA compliance inspections was initiated throughout OL's major facilities using the criteria of the Man and Management Techniques. Regular inspections are conducted of shop equipment, fire extinguishers, storage areas, and passageways to ensure all conform to established standards, are in good working order, and are free of clutter. Also, daily observations of employee work habits and routines are made, and periodic group discussions on safety measures and good housekeeping are held to enhance employee awareness in these areas.

OL 9 0794a

SUBJECT: CIA's Annual Occupational Safety and Health Report

b. Training

(1) A safety officer attended safety inspector training at the International Safety Academy, Houston, Texas.

(2) A Collateral Duty Safety Officer Course was sponsored by the Agency and conducted by OSHA field officer personnel on Agency premises.

(3) Four "Forklift Operator Training Programs" were conducted during calendar year 1978. Each class had approximately ten employees who received 14 hours of instruction in operating and maintenance procedures.

(4) Two one-day "Fire Prevention and Fire Suppression Courses" were conducted during 1978 for

(5) Selected personnel have been trained in the use of Robertshaw resuscitator units. Units are on hand at certain locations for use if necessary. Our employees may also avail themselves of the Cardiopulmonary Resuscitation Course offered by the Office of Medical Services.

c. Employee Awareness Programs

(1) To promote safe driving habits, all full-time Agency drivers are made members of the National Safety Council (NSC) Safe Driver Award Program. The program is administered by the motor pool safety officer who coordinates with the NSC in maintaining safe driver records and issuing safe driver awards. The NSC program also provides booklets, posters, and other safety information which are received by all members on a monthly basis.

(2) Safety signs identifying exits, fire exits, fire alarms, and fire extinguishers were installed throughout major OL facilities.

(3) Pamphlets and posters supplied by the National Safety Council are displayed and made available to all employees.

SUBJECT: CIA's Annual Occupational Safety and Health Report

(4) All instructions and procedures for safely operating [redacted] and material-handling equipment are stressed daily with the operating employees. Supervisors make frequent checks to insure compliance with established guidelines.

STAT

d. Safety Equipment and Other Enhancements

(1) Procured goggles, face shields, aprons, helmets, gloves, coveralls, safety shoes, prescription safety eyeglasses, portable eye-wash kits, and special apparel for use when handling items with accident-causing potential.

(2) Upgraded and installed safety protection devices as required on all shop machinery, i.e., guards for moving belts, grinding wheels, electric saws, etc.

(3) The design for installation of sprinkler systems in critical areas of the Headquarters Building is in progress.

(4) Environmental improvements are being designed for the color lab in the Printing and Photography Building.

(5) Convex safety mirrors were installed in the GJ corridor of Headquarters to avoid personnel and equipment collisions.

e. Projects Being Planned

(1) Bring existing circuit breakers in the Headquarters Building up to the latest standards of performance required to insure safe operation of equipment and safety of personnel. Project will be undertaken in FY-79 at an approximate cost of \$60,000.

(2) Provide fire barriers in the Headquarters Building (sealing off of wall and floor penetrations) in FY-79 with a cost of \$250,000.

SUBJECT: CIA's Annual Occupational Safety and Health Report

(3) Upgrade alarm systems in the Headquarters Building (fire, water, hydrogen, autocall) in FY-79 at a cost of \$40,000.

(4) The installation of a chain hoist and drum lifter to lift the [redacted] well up to floor level is being studied.

(5) In March 1979, the Procurement Division issued a notice requiring that all contracts or purchase orders for chemicals, solvents, inks, dyes, cleaning compounds, acids and like material shall require that manufacturers or vendors furnish safety data sheets as part of the contract's deliverable items. These sheets would identify the constituent elements in the compound and antidotal treatment in the event of exposure to humans. Upon receipt, this information will be forwarded to the Chief, Safety Branch, [redacted]

3. The programs listed in paragraph 2 (a) through (d) cost approximately \$650,539.

4. Please contact [redacted] Plans and Programs Staff, OL, extension [redacted] if we can be of further assistance.

[redacted]  
for James H. McDonald

Distribution:

Orig - Adse  
X - OL/P&PS Official  
1 - OL/P&PS Chrono  
1 - D/L Chrono  
1 - OL Files

OL/P&PS/[redacted] (23 Mar 79) (retyped 26/27 Mar 79:dm)